

PRINTING AND BINDING REQUISITION FOR SPECIALTY ITEMS

To the PUBLIC PRINTER--Please cause the following work to be furnished:

FROM (Department or Government Establishment)

(Bureau or office)

Jacket No. (Assigned at GPO)

Requisition No.

Authorized by (Initials)

Date

APPROPRIATION CHARGEABLE

BILLING ADDRESS CODE (BAC)

LAST PRINTING Req. No.

Jacket No.

TITLE

Form No.

BASE FORM Req. No.

Jacket No.

QUANTITY

☐ Sets

☐ Pads

☐ Books

☐ (Other)

RIDES (Department)

Req. No.

Jacket No.

STRAP with Req. No.

DESCRIPTION (Check applicable item)

☐ Unit sets (Snapouts)

☐ Single stub

☐ Double stub

☐ Fanfold

☐ Strip

☐ Marginally punched

☐ Continuous

☐ In strips of _____ sets

☐ Direct image master

☐ Hectograph

☐ Azograph

☐ Foldover style

☐ Substyle

☐ (Other)

Part No.	Size (Detached)	Paper (basis 1,000 sheets)			Color of Ink			Head in -	Stub Position *
		Color	Kind	Substance	Face	Back	Overprint		
	X								
	X								
	X								
	X								
	X								
	X								
	X								
	X								
	X								
	X								
	X								
	X								

* T = Top edge (Head of form) B = Bottom edge (Foot of form) R = Right edge L = Left edge

COVER

☐ Top only

☐ Two piece

☐ Wrap around

☐ With writing stop

☐ Matchbook style

☐ Chipboard back

☐ (Other)

Stock (Color and kind)

Basis (1,000 sheets)

Color of Ink

MARGINS

FACE--Head

Side(s)

BACK--Head

Side(s)

STUB

Width (If other than manufacturer's standard, specify)

Inch.

☐ Glue, paste

☐ Forced gum

☐ Pad

☐ Wire Stitch

☐ Sew

SERIAL NUMBERS

(SETS) (PARTS)--From to in Ink in place(s)

COVER--From to in Ink in place(s)

SKIPS

☐ Acceptable

☐ Not Acceptable

☐ List on package

☐ Do not list

CARBON

INTERLEAVE

☐ Between all parts

☐ After part Nos.

COLOR

☐ Black

☐ Blue

☐ Purple

☐ Brown

KIND

☐ One time

☐ Dual purpose

☐ Liquid process

☐ Gelatin Process

EXTRACTION

☐ Mfr.'s Std.

☐ (Other)

INTENDED USAGE

☐ Manual typewriter

☐ Ball-point pen

☐ Electric typewriter

☐ Pencil

If special machine, specify machine and model No.

All carbon paper must be of sufficient density and graded sensitivity to insure clean, legible copies on all parts

COVERAGE

TO PRODUCE

Copies

After storage of

Months

PROTECTIVE COATING

☐ None

☐ Mfr.'s Std.

☐ (Other)

PERFORATE

(Excluding stub perforations on unit sets (snapouts))

☐ Horizontal

☐ Vertical

Stub perforations must be such as to guarantee easy separation of all parts individually or in one operation but sufficient strength must be retained to prevent disengagement of any part under normal handling and shipping conditions.

PUNCH OR DRILL

FILE HOLES

No. holes

Inches c. to c.

☐ Sheets only

Shape

Location to centers

☐ Sheets and carbons

Diameter

Inch

MARGINAL

☐ Left

☐ Right

Sheets

Carbons

Manufacturer's standard

FASTENERS

☐ Mfr.'s option

☐ Wire stitch

☐ Sew

☐ (Other)

Location

REGISTER

☐ All parts each set

☐ With form No.

☐ (Other)

PROOFS

DATE REQUESTED

QUANTITY

Sets

RETURN IN

Days

DELIVER TO:

PACKAGING

☐ Wrap

☐ Tie

☐ Band

☐ Manufacturer's Standard

☐ (Other)

In units of sets

DELIVERY

DATE REQUESTED

TO:

Number of B/L furnished by Dept.

It is certified that this work is authorized by law and necessary to the conduct of the business of the government establishment named above and that the illustrations ordered are necessary and relate entirely to public business.

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January 1960

Bureau of the Budget
Circular No. A-6 (Rev.)

(Signed)

(Title)